

# Cobb County Parks and Recreation



## 2010 Summer Swim League Manual

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## **Code of Conduct:**

The Cobb County Parks, Recreation and Cultural Affairs Department Summer Swim League provides an opportunity for children to compete in a wholesome and fun atmosphere. The competition ceases to be fun when adults and swimmers behave in an unacceptable manner. The **Cobb County Summer Swim League** Executive Council has decided that unacceptable behavior will no longer be tolerated. The following rules, regulations, and penalties will be implemented:

1. No official or personnel involved in a **Cobb County Summer Swim League** swim meet shall be drinking alcoholic beverages during the meet.
2. No smoking or drinking of alcohol on deck by parents or volunteers. They must go outside the pool area. Violation could result in team suspension.
3. Any conduct or other action, such as sportsmanship deemed in poor taste by any meet official shall be cause for expulsion from the vicinity of the meet.
4. Coordinators, coaches and volunteers are to conduct themselves in a manner of responsibility and good sportsmanship or face expulsion.
5. Please be reminded that jumping in at the end of a swim meet is in poor taste, a safety issue and will not be tolerated.

## **League Organization:**

The **Cobb County Summer Swim League** consists of the following positions:

### **Executive Board**

Cobb County Representative

President

Secretary

### **Executive Council**

Executive Board

Cobb County Representative, President, Secretary, Division Representative

Division Representatives (Executive Council Member)\*

Team Coordinator

Team, coaches, swimmers, and volunteers

\*Executive Council Members are the division representative for a group of teams that make up a division.

This position is voted on by the team coordinators from that division and the division representative must be a current and active coordinator in good standing with the league.

## **Team Coordinator:**

The **Swim Team Coordinators** are the leaders of your summer swim teams and should accept all the responsibilities that go with this title. The Coordinator is in charge of his/her swim team. Duties include hiring coaches, set up and running of a swim meet to include the enforcement of all rules and regulations. **YOUR OWN BEHAVIOR SHOULD BE BEYOND REPROACH. YOU SHOULD BE SETTING THE EXAMPLE OF GOOD SPORTSMANSHIP. REMEMBER, THIS IS AN ACTIVITY FOR CHILDREN AND A GOOD EXAMPLE SHOULD BE SET AT ALL TIMES.**

It is strongly recommend that each team create a board or committee with the Coordinator being chairperson of said committee. The committee could consist of a secretary (to distribute information to swimmers and parents), treasurer, ribbons, concessions, team apparel, and meet volunteers (bullpen, starter, timers, and judges).

## **Running Your Team and Responsibilities of the Coordinator:**

1. Each team has a copy of the Cobb County Summer Swim League Manual with By-Laws and it is the responsibility of the coordinator to pass them on to subsequent coordinators, as well as coaches.
2. Place any rule changes or information that is handed out at the Annual Meeting in the Manual for future reference. Manuals are re-written approximately every 5 years. At those times all handouts are incorporated into the new manual.
3. Provide each volunteer starter with the team starters' DVD for him/her to review before starting a meet. **This is mandatory.**
4. Make sure that all coaches and volunteers abide by the rules and regulations, and inform them that consequences will be enforced. See infractions and penalty section..
5. You will hire team coaches and keep them informed of all league rules and regulations. Your Coaches are required to submit all forms and required certification copies by a preset deadline. You are responsible for your coach's behavior and decisions. Make a copy of the manual for your coach.
6. You are responsible for running your meets and having all necessary equipment (see, paper work, and supplies) ready and available.
7. You are responsible for the behavior and attitudes of your team members as well as your parents and spectators. Remember, good sportsmanship is the main objective of the **Cobb County Summer Swim League**. We realize you cannot control the behavior of adults, but, by setting a good example and by not getting involved in a shouting match with the other team or referee you will set the tone for the behavior of your team parents. If there are violations, you should handle the situation, not ignore it.
8. The Coordinator is the only person on the team who should have any verbal contact with the referee. The referee will not respond to any complaints or issues from anyone other than you.
9. It is your responsibility as the host team to advise your coach that he/she must call the visiting coach no later than 24 hours prior to the meet in order to coordinate exhibition heats and lane 5 (or 6) decisions as well as additional relays as described under "exhibition heats". Penalties will be imposed on teams failing to follow this rule under "The Contact Visiting Team" section.
10. The Coordinator is to call the opposing team Coordinator five days in advance of a meet to give directions, parking instructions, and any other pertinent information, as necessary.
11. You are to be sure that the line-up is done ahead of time and that all pink and blue cards are completed in advance as required by the By-Laws.
12. You are to be sure that no more than 120 swimmers swim in a meet and that all participants are eligible to swim on a Cobb County swim team as described under "The Swimmer Eligibility" section.
13. You are the liaison between the Division Rep and the league. If there are any problems during a meet, or you want to contest the meet, you are to first call your Division Representative, and then write a letter of protest to the Summer League Coordinator within 24 hours. No protest will be accepted after

24 hours. Remember, your Division Rep. is your liaison to the Executive Council. He/she knows the most about your particular division and they may have other complaints against a given team. This helps the Executive Council to know if a particular team is always difficult to swim against. The Division Rep. can call the President or the County Rep. to further arbitrate said protest.

14. The home team coordinator must call or e-mail the team scores to your Division Rep. on the morning following the meet. This is very important as teams are placed in divisions based partly on your win/loss record and total points. The Division Rep. will then **e-mail** the Summer League Coordinator at [summer.league@cobbcounty.org](mailto:summer.league@cobbcounty.org) with all scores.

## **Coordinators Meeting**

A mandatory coordinators meeting is held once a year, normally in late winter or early spring. One representative from each team is required to attend. This meeting is held to discuss old and new business, and to distribute pertinent information about the upcoming season. At the end of the meeting all teams gather within their division and create a swim meet schedule. At this time, it is the responsibility of coordinators to share any information such as items allowed at meets (i.e. water coolers) or water depth of pool so the visiting team does not arrive to find a lot of surprises.

## **Rules and Regulations**

### **Roster**

#### **(Last day to make roster additions - Week of June 15-18, 2009)**

1. A complete roster must be submitted to the Cobb County Parks and Rec. representative at the Mt. View Aquatic Center by the date determined by the Executive Council at the beginning of each season. This roster must include the following:
  - Swimmer's Legal Name
  - Complete Address
  - Phone
  - Emergency contact
  - Age
  - Birth date
  - Gender
  - USA swimmer status

\*Please note that incomplete rosters will not be accepted and if swimmers information is not complete with the Cobb County Summer Swim League then the swimmer is not considered to be on your team roster.

2. Each team is allowed an unlimited number of swimmers; however, no more than 120 swimmers are allowed to swim in a meet.
3. A neighborhood "team" consists of no less than 49 eligible swimmers from your subdivision. If your subdivision lacks that number, you may open your registration to surrounding subdivisions that do not have a swim team. **Do not recruit swimmers from other established teams.**
4. A copy of your team's roster must be made available to the opposing team prior to the meet, if requested. Roster additions can be made up to 5:00 pm the day of a meet through the 4<sup>th</sup> meet for teams with fewer than 120 registered swimmers on the roster due date. No additions are allowed past week 4. If a team initially registers more than 120 swimmers on roster deadline date, additions can only be made the first week of swim meets. The 5:00 pm roster deadline must be met. You cannot call from the pool at meet time to add swimmers to a roster.

5. If a swimmer is registered as a USA Swimmer (or registered with a USA team) at any time between (and including) August of the previous calendar year and July of the current swim season (whether or not they participate in USA practices and/or meets during that time period) they will be considered a USA Swimmer for the purposes of the current summer swim season. This definition includes home-school swim programs run by USA teams. Teams can have an unlimited number of USA registered swimmers but may only have 20 USA registered swimmers on their roster for each meet.
6. The total fee must be submitted with your roster. The fee per swimmer is based on an amount to be determined by the coordinators at their annual meeting. Only one check per team will be accepted.

### **Swimmer Eligibility**

1. Age control date for the league is the swimmer's age as of May 31<sup>st</sup>.
2. A swimmer **must be at least five years old to swim in any meets** and must meet the requirements as outlined in #3 below.
  - a. First infraction will result in probation for the team
  - b. A second offense will result in either a loss of a home swim meet the following season or the coach being banned from Cobb County Summer Swim League permanently. The Executive Board will review infractions to determine which penalties will be implemented.
3. Swimmers must be able to swim the length of the pool (25 yards) **unassisted**, no matter the age, to participate in the meets. He/She may stop briefly and hold on to the lane rope before continuing. If the swimmer cannot complete the race without assistance they will be removed from the water.
4. Cobb County abides by the GRPA rule on participation boundaries (please see a copy of GRPA rules from their manual in the back of your regulation manual). **If a sub-division resides in two counties, swimmers from another county that participate with your team during the regular season will be allowed to participate in the Patti Wilder State Qualifying Meet or the GRPA State meet.** This rule applies to coaches also.
5. Swimmers must be in good standing with the swim team they represent. New swimmers must be registered prior to 5:00 PM on the day of the meet. Any additions may be registered by email or fax. (See "Roster, #3). **No roster additions will be accepted after the day of your meet in week #4.**

### **Coaches Eligibility**

1. Coaches must be currently certified and copies of their certifications must be turned in with the roster every year. Teams will be unable to pick up supplies or ribbons if these are not turned in. Accepted certifications are listed below:

- Lifeguard Training, First-Aid and CPRO (CPR for the Professional Rescuer)
- Coaches Safety Training and Sports Safety Training (Includes CPR and First-Aid)

Go to [www.prca.cobbcountyga.gov](http://www.prca.cobbcountyga.gov) for a schedule of classes

2. Coaches are not allowed to swim for two different teams and it is advised that a coach should not swim for one team and coach another team.
3. If a coach is over the age of eligibility (18), then he should not swim in a meet or in an exhibition lane.

## Age divisions

Swimmers will be divided into following age groups:

- 5 - 6
- 7 - 8
- 9-10
- 11-12
- 13 -14
- 15 -18

## Entries

**A swimmer can be entered in a maximum of three (3) individual events plus one (1) medley relay and one (1) freestyle relay. Swimmers may NOT be entered into more than three (3) individual events or two (2) relays – to do so would result in a rules infraction.**

**A swimmer may represent only one (1) swim team in the Cobb County Summer Swim League Association and only one county in the GRPA State Meet.**

1. A swimmer may move up one (1) age group for individual events, but they must swim in that age group for the entire meet.
2. They cannot swim in one event in their age group and move up for other events in the same meet.
3. A swimmer can swim the individual events in their own age group and swim up one age group for relays. Under no circumstances may a swimmer swim down an age group.
  - A physically challenged swimmer may qualify for moving down an age group but should not be moved down if their abilities are such that they would win over the other swimmers in the lower age group. This is at the discretion of the Coordinator.
4. Submitting entries to other team:
  - Heat sheets must be completed 24 hours prior to the meet.
  - It is the responsibility of the host coach to contact the visiting coach on the day before their scheduled meet to work out exhibition heats, etc.
  - Copies of the heat sheet need to be given to the referee, the other Coordinator, and the announcer.
  - It is mandatory that the heat sheet include the swimmers legal name, age and gender.
  - Lanes 1 through 4 are scoring lanes. The home team lanes are 2 and 4; the visiting team uses lanes 1 and 3. **DO NOT CHANGE THESE LANE ASSIGNMENTS.** Pools with 5(6) lanes should use the 5<sup>th</sup> (6<sup>th</sup>) lane as the exhibition lanes(s).

## Relays

1. Each team may enter one relay per age group per relay event for scoring.
2. Each team's relay will swim in the designated scoring lane for their team.
3. Each team has the opportunity for one additional relay swimming at the same time as the scoring relays. If the pool has five (5) lanes, coaches and coordinators have the option of determining which team has the greater need for an additional relay. The "greater need" is the team heavier in a particular age group, and if a compromise cannot be reached the **5<sup>th</sup> Lane Rule** can be invoked.
4. Each team will be allowed one additional relay in two other relay events. Coaches and coordinators will need to work together on their line-up sheets to determine which two relay events will have additional heats. If an agreement in relays cannot be reached then the **5<sup>th</sup> Lane Rule** can be invoked.

- Example: Team one could have an additional heat in 8 & under girls free and 11-12 boys medley and team two could have an additional heat in 9-10 boys free and 15-18 girls medley.

### **Exhibition Heats**

1. Please refer to the order of events sheet (pg 23) for the exact number of exhibition heats allowed in each individual event.
2. These numbers are not to be exceeded. Please keep a copy of this in your notebook for reference.
3. The line up sheets provided by the county also have the exact numbers of heats allowed.
4. Teams with a 5 lane pool will share the use of the 5<sup>th</sup> lane as an exhibition lane and the use of the 5<sup>th</sup> lane will be fair and equitable for both teams. Once one team feels they are not being allowed the fair use of the 5<sup>th</sup> lane the coordinator can inform the other coordinator and invoke the **5<sup>th</sup> Lane Rule**. The **5<sup>th</sup> Lane Rule** outlines a strict schedule that coaches will follow to assign use of the 5<sup>th</sup> lane to teams based on a predetermined schedule (page 26). Once the **5<sup>th</sup> Lane Rule** is invoked the teams participating in that meet, where the **5<sup>th</sup> Lane Rule** has been implemented, must use the **5<sup>th</sup> Lane Rule** for the remainder of their meets that season in pools with only 5 lanes.

## **Meet Rules and Regulations**

### **Contact Visiting Team (line-ups, directions)**

1. The host team coordinator should contact the visiting team coordinator, five days prior to the scheduled meet, with directions and parking instructions. This information can be given out during the "division meet scheduling" at the annual meeting.

### **Heat Sheets**

1. Heat sheets must contain first name, last name and age of swimmer.
2. Copies are to be given to the Referee, announcer, and opposing team coordinator.
3. Heat sheets for both teams must be completed 24 hours prior to the meet.
4. It is the responsibility of the host coach to contact the visiting coach on the day before their scheduled meet to work out exhibition heats, etc.
5. Combining heats cannot be done at the blocks.
6. The announcer may combine the last events only at the end of the meet. Changes are permissible but the opposing coach must be notified.
7. Last minute changes, in case of illness or a no show by a swimmer will be allowed at the meets during warm up. Penalties will be imposed on teams failing to comply.

### **Warm-up schedule**

- Host Team 5:00 P.M.
- Visiting Team 5:30 P.M.
- Coaches, Coordinators, and Referee meeting 5:45 P.M.
- If the referee is not there by 5:45, proceed with the meeting using the referee checklist.

### **Start time/End time**

1. The meet will start promptly at 6:00 p.m. If the referee is not there at start time, proceed with the meet.
2. End time is to be no later than 11:00 pm. and events are to be swum until this time (if necessary) with the meet ending on whatever event is completed.

3. A team cannot decide to end a meet just for the sake of ending a meet, for whatever reason, unless both coordinators are in agreement.

### **Announcer and Starter**

1. Please note that announcer and starter are to be two separate people.
2. All starters are to attend a mandatory Starters Clinic.
3. Each team is to make the starters watch the Starter's DVD provided to them by the team.
4. Starters will be provided an air horn or bull horn for starting each heat.

### **5<sup>th</sup> Lane Rule**

1. For use at pools with 5 lanes
2. Coaches and coordinators will schedule the use of the 5<sup>th</sup> Lane in a fair and equitable manor so that both teams equally share the use of the 5<sup>th</sup> lane.
3. If a team feels they are not being allowed use of the 5<sup>th</sup> lane in a fair manor the coordinator of that team can ask the other team's coordinator to correct the problem. If the two teams cannot come to an agreeable solution to the use of the 5<sup>th</sup> lane then one of the coordinators can invoke the **5<sup>th</sup> Lane Rule**. At this time the use of the 5<sup>th</sup> lane will follow a predetermined schedule (page 26).
4. Once teams have been involved in a meet where the **5<sup>th</sup> Lane Rule** has been invoked, those teams must use the **5<sup>th</sup> Lane rule** for the remainder of their meets that take place in pools with 5 lanes.

### **Weather**

1. When lightning or thunder occurs, the pool and deck area around the pool is unsafe.
2. Visiting teams should be advised to wait in their cars if there is no safe covered area to wait.
3. Coordinators should announce at the beginning of the meets the procedure for your pool in case of inclement weather.
4. Coordinators should review with their team the weather procedure at home and for away meets.
5. The referee and coordinators only (not coaches) will determine how long to delay the meet. It should be a joint decision with the coordinators and referees to decide if there will be time before the 11:00 deadline to proceed with swimming.
6. If the deadline arrives before all events are finished, it will be considered a finished meet on whatever event is the last one swum. Sometimes it is easier to wait longer than to have to return another night. **DO NOT WAIT UNTIL A STORM IS DIRECTLY ON YOU.**
7. Prepare to make a decision when a storm is eminent. **SAFETY FIRST, OPINIONS SECOND.**
8. It has been proven that lightning can strike from 10 miles away.
9. Exhibition heats cannot be scratched due to impending weather.

### **Rescheduling**

1. To avoid conflict between teams, swim all line ups as previously scheduled with regular heats and exhibition.
2. If the meet is called before event 46 is completed, **the meet has to be re-scheduled. Failure to reschedule a meet by either team will result in that team losing a home meet the following season.**
3. You are to start on the next event where you left off and swim as before with regular heats and exhibition heats until event 86. Because the league is for kids, any meet called because of weather needs to be rescheduled, not forfeited.
4. An occasion may arise when it is impossible to re-schedule, so both coordinators should agree that the meet should be a draw.

5. Line-up can only be changed for re-scheduled meets, if the swimmers are unable to attend the rescheduled meet.

### **Recruiting**

1. USA coaches are not to hand out any type of printed material during a summer swim league meet.
2. Neither are they to place any printed materials on vehicles in parking lots. Doing so will be a violation of the “no soliciting” law and will be reported.
3. USA coaches can not approach the swimmer or parents without the permission or introduction from the summer league coach. The Aquatic Center will provide anyone with USA team information.
4. Summer League teams are not to recruit from other Cobb County Summer League teams.

### **Protest**

- Any team may lodge a protest for violation of rules. Protest shall be delivered to the Cobb County Summer Swim League Coordinator within 24 hours of the meet in question.
- The County will call an Executive Council meeting if deemed necessary.

## **Pool Equipment/Set-up Rules**

### **Pool Preparation**

1. The host pool should be checked early on the day of the meet for proper chemical balance.
2. Check stability of starting blocks so last minute adjustments can be avoided.
3. Starting block requirements: There are strict rules that must be adhered to before you can use starting blocks.
  - No swimmer may “dive start” off the starting blocks or from the side of the pool if the water is less than four feet deep.
  - Starting blocks are only allowed to be used when the water depth is five or more feet deep.
  - The diving surface of the starting blocks cannot be any higher than 2’ 6” above the surface of the water.
  - Starting blocks must be stable and secure. The starting blocks must be strapped down, bolted down, or held by a heavy object, but it is your responsibility to make sure the starting blocks are safe.
4. Review referee safety check list and check items listed.
5. The baby pool must be made unavailable for use by either draining it or blocking it off. A copy of the referee safety checklist is in the back of the manual for guidelines.

### **Lighting**

1. Pools must have lights in the event of bad weather or if the meet runs after dark.
2. Any team without adequate lighting (both in pool and outside on deck area) must inform all opposing teams in your division before the start of the season to determine where the meets will be swum.
3. If you swim without lights and the meet is halted due to darkness, the host team will forfeit.
4. Alternative lights may be rented at any tool rental establishment.

## **Lanes**

1. Lanes 1-4 are scoring lanes.
2. Lanes 1 and 3 are visitors' lanes and lanes 2 and 4 are home team lanes. These lane assignments can not be changed.
3. Pools with 5 (6) lanes should use the 5<sup>th</sup> and 6<sup>th</sup> lane as the exhibition lane(s). Please see exhibition lanes under (Page 9)
4. Mark lanes 1,2,3,4,5,6, etc., so the swimmers know where to line up and the referee, as well as place judge volunteers, will know which lane to call.
5. Lane 1 should be numbered on the right on the start end of the pool with the swimmers facing the water.
6. Make sure lane lines are stretched tight and have a lane line separating other water areas not used during meet.

## **Water Depth**

1. Water depth is the depth printed on the pool. You can not overfill the pool to achieve additional depth.
2. Refer to section on starts for safe and mandatory starts with pool depth.
3. Please discuss this at the division scheduling during the annual meeting.

## **Backstroke Flags**

1. Backstroke flags are to be fifteen (15) feet from each end of the pool and seven (7) feet above water surface.

## **Infractions and Penalties**

Due to some unfortunate circumstances that have recently occurred, we need to implement and enforce the following consequences for certain infractions of the summer league rules. The Executive Officers met and voted on this matter in accordance with Cobb County Swim Association By-Laws, Article VI, and Section VI: "The President, Secretary, and Cobb County Parks Representative shall have the right to take any action that needs immediate attention without written approval of the full Executive Committee. This action shall have the same effect as though taken at a meeting of the Executive Council." This vote occurred on June 15, 2006.

These major infractions give a clear and concise advantage to a team:

- Swimming down age groups
- Swimming too many year-round swimmers in one meet (there should be no more than 20 USA swimmers per meet)

The penalties for the above listed infractions are as follows:

- **First Offense:** If a meet is won by the team with the alleged infraction, that meet will be forfeited. That team's coach will be warned and put on probation. If the meet is lost by the team with the alleged infraction, the County will decide at the end of the season which meet will be forfeited by that team.
- **Second Offense:** The team with the alleged infraction will lose one (1) home meet the following swim season. The coach will be banned from the Cobb County Summer Swim League permanently.

- **Third Offense:** The team with the alleged infraction will be suspended from the Cobb County Summer League for the next swim season.

Some minor infractions that have been reported repeatedly in the past summers are listed below. If these infractions continue, penalties may also be imposed on the following:

- Alcohol consumption within the fenced area around the pool/deck. Person(s) drinking on deck will be asked to leave the premises. If they refuse, the ref has the power to call the meet at that point.
- Not combining heats before the day of the meet.
- Delay of meet (decided by referee).
- Jumping in the pool at the end of a meet.
- Baby pool violations
- Swimming up more than one age group

## **Running the Meet (Host Team)**

### **Equipment**

All teams should make the effort to acquire the necessary equipment and supplies needed to run a meet. You may call the visiting team and ask them to bring any equipment that you may not have to run a more efficient meet.

1. **Starting blocks** – if your pool qualifies to use starting blocks (see Pool Preparation on Page 12), they must be securely bolted down. If bolting down is not feasible, it is the **coordinator's responsibility to make sure the blocks are stable and secure.** Timers or other heavy objects will suffice. (Starting blocks are recommended, but not required)
2. Table and chairs – for volunteer workers such as ribbon writers, scorekeepers, etc.
3. Clipboards – for timers, judges and referees
4. Stopwatches, pencils
5. Backstroke flags and Lane ropes
6. P.A. Systems
7. Bullhorn
8. Paper work
  - Pink and Blues
  - Place Judge
  - Heat Sheet
  - Score Sheet
9. Ribbons

### **Set-up**

1. Prepare the pool for the meet:
  - The baby pool must be made unavailable for use by either draining it or blocking it off. **A copy of the referee safety checklist is in the back of the manual for guidelines.**
  - Starting blocks, backstroke flags, and lane ropes must be secure
  - Tables, Chairs, starting equipment, and announcer equipment must be out and ready
2. Have all paperwork completed; arrange seating for meet officials; introduce meet officials and guests; and make any other preparations necessary prior to turning the meet over to the meet official.
3. Host team should provide officials and workers with refreshments. This is a courtesy to your volunteers and referee, as they are unable to leave the deck during the meet.

4. Spectator chairs must be placed far enough away from the side of the pool, so as to give the referee and coaches ample room to do their jobs. Spectators cannot place their chairs close to the pool. This includes the entire deck around the pool and the starting area.

### **Parking**

1. Please send out parking instructions to the visiting team five days before the meet.
2. Reserve parking for referee, coordinators, and head coach from visiting team.
3. Proper parking signage should be posted a minimum of two hours before the meet.
4. Please remember that you are the host team and you should try to accommodate as much visiting parking as possible.

## **Running the Meet (Visiting Team)**

### **Equipment**

All teams should make the effort to acquire the necessary equipment and supplies needed to attend a meet.

1. Clipboards – for timers, judges and referees
2. Stopwatches, pencils
3. Paper work
  - Pink and Blues
  - Place Judge
  - Heat Sheet
  - Score Sheet
4. Ribbons

### **Set-up**

1. Have all paperwork completed for host coordinator and referee.
2. Set up bullpen if necessary in designated area.

### **Parking**

1. Please send out parking instructions from the host team to your parents a couple of days before the meet.
2. Please follow parking signage in host team's neighborhood.
3. Please remember that you are the visiting team and you should try to accommodate as much car pooling as possible.

## **Volunteers**

- 1 Announcer
- 1 Starter
- 4 place judges ( 2 per team)
- 1 scorer (per team)
- 1 bullpen manager (per team)
- 6 timers (per team)
- 1 stroke and turn judge ( available in case of emergency)

Please provide your volunteers (especially referees that cannot leave the area) with drinks as a courtesy.

## **Announcer**

**PLEASE NOTE THAT ANNOUNCER AND STARTER ARE TO BE TWO SEPARATE PEOPLE.**

The host team will provide an announcer. In addition, they shall provide him/her with equipment to perform his/her duty. Equipment to include: loudspeaker, megaphone, etc. Announcing for each event must be loud enough in order to be understood by participants, officials, and spectators.

### **Example of correct commands:**

- At the beginning of the meet the announcer shall say the following:
  - “First” call (event #, description of event) Event 1, 8 & under girls, 50 yd. Freestyle.”
  - After a short interval, they will repeat the above for the second call.
  - At the end of the 2<sup>nd</sup> call, they will wait a short interval and give the final call for the event.
- Announcer then proceeds to give the first call for the next event proceeded with a 2<sup>nd</sup> and final call for the event.

The announcer should know what is going on at all times, and must keep up with the number of heats per event, etc., so that the calls can be made with efficiency. This keeps the meet running smoothly. At all times the next event should be on the deck. For short events, the announcer may call for two or three subsequent events to be on deck. Working closely and communicating with the starter is vital.

## **Starts**

### **Starter**

**All starters are to attend a mandatory Starters Clinic and each team is to make the starters’ DVD provided to them available to all volunteer starters for review.**

Any swimmer has the option of starting off the blocks (if used) or the side of the pool. All events should be started from the same end.

1. Starter shall be provided with approved starting device: Bull Horn or Air Horn.
2. Starter shall station himself/herself within ten feet of the starting end of the pool so the swimmers can easily hear the starting device.
3. Upon signal from the referee, the starter assumes full control of the swimmers until a fair start has been achieved.
4. Starter along with the referee will determine whether a start was false or not.
5. Starter notifies relay swimmers that all but the last swimmer must leave the pool immediately upon completion of their leg.

### **Forward Starts (Referee Responsibility)**

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle to inform the swimmers to step up on the blocks or move to the edge of the pool.

3. Referee will then give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.
  - i. If a swimmer steps up on the block afterward, the swimmer is disqualified for delay of meet.
  - ii. The referee is the final decision maker for this. Referee should investigate with the timer and starter to make sure that the swimmer was not blocked from stepping up onto the block (this is for heat one, but can be used for each heat if you need to be consistent).

### **Backstroke Starts (Referee Responsibility)**

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle to inform the swimmers to step into the pool.
3. Referee will then give another long whistle to inform the swimmers to place their feet.
4. Referee will give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.

### **Upon Receiving clearance from the Referee** (for all events except backstroke and medley relay):

1. Once the referee has given the out reached arm signal to the starter the starter will proceed with the following.
2. Starter directs swimmers to “take your mark”, to which they must respond at once by assuming a starting position. No swimmer shall be in motion immediately before the starting signal is given.
3. When all swimmers are motionless in starting position, he/she gives the starting signal.
4. If, in their opinion, a false start has been committed, the starter shall give the signal to recall the swimmers. With the concurrence of the deck referee, the false start shall be called on the individual(s). This rule shall apply to one false start per swimmer. On the second false start the swimmer will be disqualified.

### **Unnecessary Delay of a Start:**

A swimmer who unnecessarily delays in assuming and holding a completely motionless starting position after the command, “take your mark”, shall be charged with a false start.

1. Any swimmers leaving their marks before the starting signal is given shall be charged with a false start. The starter may, at their discretion, relieve a swimmer who has false started because of the action or movement of another competitor, of the responsibility for the false start and charge it only to the offender.
2. When a swimmer does not respond promptly to the command “take your mark” or a false start before the starting signal is given, the starter shall immediately release all other swimmers with the command “stand up”. The swimmers then stand up or step off the block. Any swimmer who enters the water, or backstroker who leaves the starting area, shall be charged with a false start, except that swimmer who would otherwise be charged with the starting swimmers.
3. When the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal. The starter shall then indicate the swimmer(s), if any, to be charged with a false start.

4. In a backstroke event or medley relay, the starter may charge a false start to any swimmer who fails to maintain his feet and/or hands in a legal position after the first warning.
5. A swimmer will not be disqualified for an illegal starting position at the start if the starter has permitted the race to proceed without recall. Enforcement of the correct starting position is the responsibility of the starter, who may impose the appropriate penalty for violation.
6. A swimmer who fails to appear at the starting platform in time for the initial start shall not be allowed to swim that event.

### **Individual Starts and Relays**

1. Any swimmer has the option of starting from the blocks or from the side of the pool.
2. Use "sit-start" if pool is four (4) ft. or less in depth. This means sitting on the side of the pool with legs in the water. Swimmer cannot use the leverage on the gutter or the lip of the pool to start.
3. If the pool is less than five (5) feet, but at more than four (4) feet deep, a shallow dive from the side may be used.
4. If every lane at the start end of the pool is five feet or more in depth in, starting blocks may be used.
5. Any swimmer diving or jumping from a standup start in less than four feet of water will be disqualified.
6. All events (all age groups) should start at the deep end. The only exception is the 2<sup>nd</sup> and 4<sup>th</sup> legs of 100 yard relays, and two of the swimmers will have to start in the shallow end following the type of start rule according to water depth.

### **The above rules must be enforced in both practices and meets**

7. Starter announces "take your mark". Swimmers should come down into their starting position and stop. Air horn or bull horn is activated.
8. A false start is charged to the swimmer who leaves their mark or shows motion before the starting command is given, or there is an unfair advantage gained by a swimmer.
9. All swimmers will be allowed one false start before disqualification.
10. Once a swimmer is on the blocks, they must swim that event. Exception: If a swimmer is in the wrong lane or heat, this can be corrected and your lineup will verify the error.
11. If a swimmer fails to appear at the starting platform in time for the initial start, they will be disqualified.

### **Bullpen Manager**

The person in charge of the bullpen shall promptly send all swimmers to the deck as soon as their event is called.

1. They shall be provided with a list of the names of all swimmers in all events including relay swimmers in the order in which they will swim.

2. They shall notify each swimmer to wait behind or adjacent to the starting area until the starter takes over control of the race. If they leave the area, it will be their responsibility to return in time for their heat or event.
3. Each team shall arrange for someone to be in charge of the bullpen and assist on deck.

### **Place Judges**

1. Each team shall provide two (2) place judges (2-host, 2-visiting), one visiting and one host for each side of the pool.
2. They should be placed beside one another and as far back as conditions permit. The judges must be able to have a clear view of the course and all the events (especially the finish line).
3. The judges will determine the place the swimmers finish the event. One judge will call the place: Lane 3 – 1<sup>st</sup> place, Lane 1 – 2<sup>nd</sup> place, Lane 2 – 3<sup>rd</sup> place, etc. The other judge will record the places on the finish form.
4. Judges shall not serve as timers in the same race.

### **Ribbon Writers**

Ribbon writers shall be responsible for the recording of places and the writing of ribbons once given the official finish from the scorer.

### **Runners**

1. Each team shall provide a minimum of one (1) runner at all times during the meet.
2. Runners will be responsible for collecting the following: event cards (pink/blue) from the timers, finish forms from the place judges, and disqualifying slips from the referee.
3. They will take these promptly to the scorer's table. If possible, provide two (2) runners.

### **Scorer**

Each team shall provide one scorer and they shall work together at the table provided for them. They will enter the scores from each event on the score sheets immediately after each event. **Each team will be responsible for providing its own score sheet.** The scorer shall be responsible for turning in the results of the meet to the team coordinators upon the completion of the meet.

### **Scores and Scoring**

Each swim team may enter for points:

- 2 swimmers per individual event
- 1 relay for points per relay event

### **SCORING IS AS FOLLOWS:**

#### **Individual Events:**

1 <sup>ST</sup> Place:	5 Points
2 <sup>nd</sup> Place:	3 Points
3 <sup>rd</sup> Place:	2 Points
4 <sup>th</sup> Place:	1 Point

#### **Relays:**

1 <sup>st</sup> Place:	7 Points
2 <sup>nd</sup> Place:	4 Points

If one of your swimmers is disqualified in a scoring lane, you cannot award scoring points to the exhibition swimmer. Example:

- If 1<sup>st</sup> place is disqualified, all other places (2, 3, 4) shall move up one slot, leaving no 4<sup>th</sup> place points.
- If 2<sup>nd</sup> place is disqualified, all other places (3 & 4) shall move up one slot, leaving no 4<sup>th</sup> place points.

**Tie:** If you have two swimmers tie and the swimmers are the first swimmers to finish, therefore, tying for 1<sup>st</sup> place, add 1<sup>st</sup> place and 2<sup>nd</sup> place points and split between the two swimmers if they are on opposing teams. If they were on the same team they would have 1<sup>st</sup> place and 2<sup>nd</sup> place and 3<sup>rd</sup> place and 4<sup>th</sup> place would fall in place as usual.

## **Timers**

Times shall be taken on each lane at all meets. Each team shall provide timers for their own swimmers. There shall be at least one timer for each lane.

1. The timer must, in all events and at all times, command a clear view of the course and finish line. They should, whenever possible, place themselves directly over the finish of the lane.
2. Timers will begin timing when the starter sounds the air horn or bullhorn, not when the swimmer leaves the block. Listen for appropriate sound.
3. The timer shall stop the watch immediately when any part of the swimmers body touches the solid end of the pool, or course, as defined in the USA Swimming rulebook.
4. The timer shall record times on the event cards (pink/blue) or sheets provided to the Scorer.

## **Disqualifications**

1. The referee will use disqualification forms for any DQ's.
2. At the first meet of the season, the referee will go light on the DQ's. Five & six year olds and eight and under will usually only be disqualified if there is an advantage over others.
3. Moving infractions will be:
  - One-handed touches on breast & fly
  - Flutter kicks on butterfly and breast
  - Early starts on relays
4. Disqualifications will become more frequent after the first and second meet.
5. If there is an obvious rule infraction, which gives the swimmer an advantage, the swimmer will be disqualified. However, if you have to scrutinize and are not sure, the swimmer will get the benefit of the doubt. We are only concerned with the obvious and the stroke infractions that would give the swimmer an unfair advantage over the swimmer doing a legal stroke

## **County Responsibilities:**

### **Referees**

Referees will be assigned by the Cobb County Aquatics Coordinator or their staff from a list of trained referees. Please refer to Code of Conduct under Referee for additional information concerning authority.

1. **Referees duties include:**
  - Authority to question pool safety and request corrections according to manual rules.
  - Starting blocks at deep-end (cannot start in water less than five feet deep).
  - Removal of ladders in course area when possible
  - Adequate lighting
  - Any other safety checks necessary
  - Water clarity

2. Referee has full authority over stroke and turn. This is a judgment call and decisions are final.
3. Referee will work with starter to insure they know the correct procedure in recalling false starts.
4. To record finishes and to settle any disputes. (Refer to "Code of Conduct" Section)
5. Video tapes are not allowed to challenge the referee's judgment or call.

No one is to talk to, yell at, or make any contact (verbal or otherwise) with the referee during the meet. The only exception is the coordinator, and he/she should communicate in a polite, sportsmanship-like manner. The referee will report any team to the Summer Swim League Coordinator that violates these rules. If coaches or parents become unruly and will not back down, the referee has the authority to ask those persons to leave the meet. If they do not comply, he/she has the authority to call the police. If you see this happening, as coordinator, you need to go to the referee for back up and assistance.

Any inappropriate behavior, poor sportsmanship, or cheating during a meet by swimmers, coaches, coordinators, spectators, team (repeated complaints about a team), referees reporting complaints about a given team, and protests will be addressed and investigated by the President and Secretary of the League, by the Cobb County Parks, Recreation and Cultural Affairs Department swimming representative, and if needed, by the Executive Council. The following penalties can and will be imposed (see Infractions/Penalties, pages 13).

1. Put coach, coordinator, swimmer, spectator, or team on probation for one meet or more; the entire summer; or the next summer. The team or individual will have to petition to the Executive Council to be reinstated at the end of the probationary period.
2. Coordinator should advise all other coordinators in his/her division of any team suspensions or probations.
3. The Executive Council has the option of taking away points for the events or the team points for the entire meet depending on the violation.

Coordinators, coaches and team parents set the tone for the attitude and behavior of their team. Common courtesy should always prevail. Coordinators should contact their division representative if there are problems during a meet. The division representative is the liaison between a team and the Executive Council.

### **Forward Starts (Referee Responsibility)**

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle to inform the swimmers to step up on the blocks or move to the edge of the pool.
3. Referee will then give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.
  - iii. If a swimmer steps up on the block afterward, the swimmer is disqualified for delay of meet.
  - iv. The referee is the final decision maker for this. Referee should investigate with the timer and starter to make sure that the swimmer was not blocked from stepping up onto the block (this is for heat one, but can be used for each heat if you need to be consistent).

### **Backstroke Starts (Referee Responsibility)**

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle to inform the swimmers to step into the pool.
3. Referee will then give another long whistle to inform the swimmers to place their feet.
4. Referee will give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.

## **Apparel**

Subdivision team bathing suits and caps can only be worn at your summer league meets. USA or High School suits and caps are not allowed. If you cannot purchase a team suit and cap, a plain suit and cap can be worn. This applies to coaches as well. A swimmer will be disqualified for wearing the wrong apparel.

## **Recruiting**

USA coaches are not to hand out any type of printed material during a summer swim league meet. Neither are they to place any printed materials on vehicles in parking lots. Doing so will be a violation of the "no soliciting" law and will be reported. USA coaches are allowed to attend meets but must abide by the following rules:

1. Introduce yourself to the team coaches.
2. Do not approach the swimmer or parents without the permission or introduction from the coach. The Aquatic Center will provide anyone with USA team information.

## **Protest**

Any team may lodge a protest for violation of rules. Protest shall be delivered to The Cobb County Summer Swim League Coordinator within 24 hours of the meet in question. The County will call an Executive Council meeting if deemed necessary.

## **State Qualifying Meet (County Meet)**

Cobb County Parks and Recreation will hold the Patti Wilder State Qualifying Meet at the end of the regular swim league schedule. Swimmers at this meet swim to qualify for the Cobb County State Team which swims in the GRPA State meet held sometime during the end of July.

Each subdivision team may enter an unlimited number of swimmers to swim in the GRPA State Qualifying Meet.

**County entries must contain the birth date of each swimmer. Birth certificates may be needed for verification.**

GRPA voted in 1993 to eliminate the 5 & 6 year old age group from the State Meet. Cobb County will still have this age group for the Qualifying Meet, but all swimmers must be able to swim the stroke (free style and backstroke) and the length of the pool unassisted. This age group also must meet qualifying times in order to swim in the Qualifying Meet. These times will be determined on a yearly basis.

All entries must be in by the deadline stated in the instructions packet, on disc, and with birth dates. The entry deadline will be listed on the Important Dates Sheet handed out at the beginning of the season. Late entries of no more than 5 swimmers per team will be accepted until 5:00 p.m. on the Tuesday before the meet. No late entries will be accepted after this time and day. Late entries will be taken on a first-come, first-serve basis for available lanes, as no extra heats will be created after the heat sheet is printed. No entries will be accepted at the meet.

Swimmers advancing to finals in the Patti Wilder State Qualifying Meet must scratch within 30 minutes of the results being posted if they do not plan to swim finals. If you qualify for State in the finals (top three of each event), you have 30 minutes after the results are posted to scratch from State. If you know in advance that you do not plan to swim in the State Meet but plan to swim in finals, please notify the computer room before the end of preliminaries. By doing this, we can note on the finals heat sheet and the next swimmer will know that he/she moves up to qualify for State.

## **G.R.P.A. State Meet**

All swimmers advancing to the State Meet must have a copy of their birth certificate as well as their \$10.00 entry fee at the Mt. View Aquatic Center within 24 hours after the completion of the State Qualifying Meet. A **Letter of Intent** must be signed within 30 minutes of completion of the event in which they qualify. All finalists should have their birth certificate (or copy) with them.

All swimmers qualifying for the State Meet and/or parents must notify the State Coaches of any practices that might be missed, otherwise they will be scratched and other swimmers will advance. Any swimmer or parent signing the **Letter of Intent** accepts the responsibility of attending the State Meet. If you do not show up at the State Meet, you could knock other swimmers out of a relay. Please accept your responsibility. Anyone who does not show up after being entered in the State Meet will be fined by GRPA and suspended from competition in the Cobb Summer Swim League the following year. The same rule applies to the Cobb County Summer League and the State Qualifying Meet. There can be no substitutes or changes once the State entries are sent.

## **State Coaches:**

1. The State Team coaches will be selected by the Parks, Recreation and Cultural Affairs Dept. representative and approved by the League President and Secretary.
2. Coaches must have coached a summer parks and recreation team during the same year they are to become the state team coach.

## **State Relays**

1. State relay lineups will be the final decision of the state coach.
2. The State Meet is an entirely different type of competition from a summer swim meet. We are looking to establish as many records as possible. The state coaches' discretion will be the deciding factor for relay lineups. Times will be a primary factor but not necessarily the deciding factor. This is the responsibility of the approved coach for the Cobb County State Team. Relays will not be changed, once determined, except in the case of an emergency. GRPA rule states that relays cannot be changed between preliminaries and finals except for emergencies.

## **State Practices**

State practices will be held at one of the county aquatic facilities. A State coach chosen by the county representative will conduct practices.

Swimmers will need to inform the state coaches should they not be able to attend state practices due to vacations, USA practices, etc. In order for a swimmer to be considered for a relay, they need to attend the designated practice during which the relays are chosen.

# Appendix

## ORDER OF EVENTS

1. 7-8 GIRLS	2 LENGTHS FREESTYLE (3H)	45. 5 & 6 GIRLS	1 LENGTH BACK (6H)
2. 7-8 BOYS	2 LENGTHS FREESTYLE (3H)	46. 5 & 6 BOYS	1 LENGTH BACK (6H)
3. 9-10 GIRLS	2 LENGTHS FREESTYLE (3H)	47. 7-8 GIRLS	4 LENGTH IM (1H)
4. 9-10 BOYS	2 LENGTHS FREESTYLE (3H)	48. 7-8 BOYS	4 LENGTH IM (1H)
5. 11-12 GIRLS	4 LENGTHS FREESTYLE (3H)	49. 9-10 GIRLS	4 LENGTH IM (1H)
6. 11-12 BOYS	4 LENGTHS FREESTYLE (3H)	50. 9-10 BOYS	4 LENGTH IM (1H)
7. 13-14 GIRLS	4 LENGTHS FREESTYLE (3H)	51. 11-12 GIRLS	4 LENGTH IM (1H)
8. 13-14 BOYS	4 LENGTHS FREESTYLE (3H)	52. 11-12 BOYS	4 LENGTH IM (1H)
9. 15-18 GIRLS	4 LENGTHS FREESTYLE (3H)	53. 13-14 GIRLS	4 LENGTH IM (1H)
10. 15-18 BOYS	4 LENGTHS FREESTYLE (3H)	54. 13-14 BOYS	4 LENGTH IM (1H)
11. 5 & 6 GIRLS	1 LENGTH FREESTYLE (7H)	55. 15-18 GIRLS	4 LENGTH IM (1H)
12. 5 & 6 BOYS	1 LENGTH FREESTYLE (7H)	56. 15-18 BOYS	4 LENGTH IM (1H)
13. 7-8 GIRLS	4 LENGTH MEDLEY RELAY*	57. 7-8 GIRLS	1 LENGTH BACK (6H)
14. 7-8 BOYS	4 LENGTH MEDLEY RELAY*	58. 7-8 BOYS	1 LENGTH BACK (6H)
15. 9-10 GIRLS	4 LENGTH MEDLEY RELAY*	59. 9-10 GIRLS	1 LENGTH BACK (6H)
16. 9-10 BOYS	4 LENGTH MEDLEY RELAY*	60. 9-10 BOYS	1 LENGTH BACK (6H)
17. 11-12 GIRLS	8 LENGTH MEDLEY RELAY*	61. 11-12 GIRLS	2 LENGTH BACK (6H)
18. 11-12 BOYS	8 LENGTH MEDLEY RELAY*	62. 11-12 BOYS	2 LENGTH BACK (6H)
19. 13-14 GIRLS	8 LENGTH MEDLEY RELAY*	63. 13-14 GIRLS	2 LENGTH BACK (6H)
20. 13-14 BOYS	8 LENGTH MEDLEY RELAY*	64. 13-14 BOYS	2 LENGTH BACK (6H)
21. 15-18 GIRLS	8 LENGTH MEDLEY RELAY*	65. 15-18 GIRLS	2 LENGTH BACK (6H)
22. 15-18 BOYS	8 LENGTH MEDLEY RELAY*	66. 15-18 BOYS	2 LENGTH BACK (6H)
23. 5 & 6 GIRLS	4 LENGTH FREE RELAY*	67. 7-8 GIRLS	1 LENGTH FLY (3H)
24. 5 & 6 BOYS	4 LENGTH FREE RELAY*	68. 7-8 BOYS	1 LENGTH FLY (3H)
25. 7-8 GIRLS	1 LENGTH FREESTYLE (7H)	69. 9-10 GIRLS	1 LENGTH FLY (3H)
26. 7-8 BOYS	1 LENGTH FREESTYLE (7H)	70. 9-10 BOYS	1 LENGTH FLY (3H)
27. 9-10 GIRLS	1 LENGTH FREESTYLE (7H)	71. 11-12 GIRLS	2 LENGTH FLY (3H)
28. 9-10 BOYS	1 LENGTH FREESTYLE (7H)	72. 11-12 BOYS	2 LENGTH FLY (3H)
29. 11-12 GIRLS	2 LENGTHS FREESTYLE (7H)	73. 13-14 GIRLS	2 LENGTH FLY (3H)
30. 11-12 BOYS	2 LENGTHS FREESTYLE (7H)	74. 13-14 BOYS	2 LENGTH FLY (3H)
31. 13-14 GIRLS	2 LENGTHS FREESTYLE (7H)	75. 15-18 GIRLS	2 LENGTH FLY (3H)
32. 13-14 BOYS	2 LENGTHS FREESTYLE (7H)	76. 15-18 BOYS	2 LENGTH FLY (3H)
33. 15-18 GIRLS	2 LENGTHS FREESTYLE (7H)		
34. 15-18 BOYS	2 LENGTHS FREESTYLE (7H)		
35. 7-8 GIRLS	1 LENGTH BREAST (3H)	77. 7-8 GIRLS	4 LENGTH FREE RELAY*
36. 7-8 BOYS	1 LENGTH BREAST (3H)	78. 7-8 BOYS	4 LENGTH FREE RELAY*
37. 9-10 GIRLS	1 LENGTH BREAST (3H)	79. 9-10 GIRLS	4 LENGTH FREE RELAY*
38. 9-10 BOYS	1 LENGTH BREAST (3H)	80. 9-10 BOYS	4 LENGTH FREE RELAY*
39. 11-12 GIRLS	2 LENGTH BREAST (3H)	81. 11-12 GIRLS	8 LENGTH FREE RELAY*
40. 11-12 BOYS	2 LENGTH BREAST (3H)	82. 11-12 BOYS	8 LENGTH FREE RELAY*
41. 13-14 GIRLS	2 LENGTH BREAST (3H)	83. 13-14 GIRLS	8 LENGTH FREE RELAY*
42. 13-14 BOYS	2 LENGTH BREAST (3H)	84. 13-14 BOYS	8 LENGTH FREE RELAY*
43. 15-18 GIRLS	2 LENGTH BREAST (3H)	85. 15-18 GIRLS	8 LENGTH FREE RELAY*
44. 15-18 BOYS	2 LENGTH BREAST (3H)	86. 15-18 BOYS	8 LENGTH FREE RELAY*

### RELAYS:

ONLY ONE HEAT FOR RELAYS.

\*TEAMS MAY CHOOSE 2 RELAYS AND ADD ONE ADDITIONAL HEAT.

(#H): REFERS TO MAXIMUM AMOUNT OF HEATS FOR EVENT.

# SUMMER LEAGUE REFEREE

## Checklist

**PLEASE PUT THE RULE BOOK IN A NOTEBOOK AND HAVE WITH YOU AT EACH MEET FOR REFERENCE.**

It is the responsibility of the Referee to enforce all rules, such as water depth, when starting blocks can be used, safety of the starting blocks, number of exhibition heats, team suits, caps, weather safety and over-all safety of the swim meet. The coordinator should follow all safety rules and should make sure everything is in order, but it is the responsibility of the referee to check to make sure the guidelines are being followed.

### **Suggestions:**

Arrive at 5:45 pm the day of the meet.

### **Equipment:**

- Whistle
- Rule Book (Stroke and Turn Rules in back of manual)
- DQ Slips
- Heat sheet and clipboard (from host team coordinator)
- Order of events

### **Check during warm-ups:**

The two most important items on the checklist are the starting blocks and pool depth for using starting blocks. Coordinators are also responsible for these items and should have taken care of them, but it the Referee's responsibility to follow up. If there is a problem, please get with the coordinator for resolution. Height of starting blocks must be as outlined in the manual.

- Baby pool must be drained, roped off, or have someone posted for safety.
- Make sure pool has a FIRST AID KIT on the premises.
- At the Start end, check water depth for correct Start, per manual.
- Are the Blocks stable? (Starting blocks are not required. If available and starting blocks are not bolted down, you must make sure that a person of equal weight of the swimmer is on the end holding the blocks stable.) It is not the referee's responsibility to supply the volunteer...that is the coordinator's job. See ruling in the manual. Front edge of platform of starting blocks shall not be more than 2'6" above the surface of the water. Front edge should be flush with the wall, not leaning out over the water. Starting blocks can only be used in 5 feet and above water. If it is below 5 feet, swimmers must dive from edge.
- Backstroke Flags
- Lane ropes tight
- Water level and clarity (Pool cannot be filled to over-flowing to comply with depth rules. What is painted on pool is the true water depth.
- Ladders removed, if possible
- Adequate lighting
- Sides clear to walk (refer to rule in manual)
- Diving board block off, if applies
- Location of scoring table
- Location of Finish judges
- No glass bottles
- No smoking

Meeting agenda at 5:50 with all coaches, coordinators, place judges, timers, announcer, and starter.

## Introduction

- Advise timers to keep spectators and swimmers away from the starting blocks.
- Determine which end will be the starting end
- No swimmers on blocks until starter calls them up
- Determine relay scoring lanes
- Ask coordinator for volunteers or request timers to step on the starting blocks so they won't tip
- No USA caps or bathing suits allowed. Swimmers are not required to wear team suits, but only plain suits or caps may be worn other than team suits.
- Hand will be raised in all DQ's and sheet made out. DQ slips should be handed to place judge who will hand them to runner
- Referee will answer only to the coordinator about calls. Parents and coaches are not to approach referees.
- Will not wait for swimmers to get to blocks. This is the responsibility of the swimmer, parent or coach to be at the blocks on time.
- Will decide all races where finish judges disagree
- Weather is a very important safety factor. Please remember that lightning can travel a mile to strike so do not take any chances. Clear entire pool area when thunder is heard or lightning is seen for a minimum of 20 minutes. (See manual)
- Ask for questions
- Get started on time

## Deviations from USA rules

1. All swimmers are allowed one false start.
2. 5-6's, no DQ's throughout the season
3. 1<sup>st</sup> Meet week: go with more warning for all ages unless there is a safety issue or an obvious infraction – only DQ infractions deemed as safety issues.
4. 2<sup>nd</sup> Meet week: 15-18 & 13-14 age groups will be disqualified for all eligible infractions and younger ages will be disqualified for only unfair advantage and obvious infractions.
5. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Meet week: Time to start preparing for County Meet with more attention on scoring lanes. By this time all teams will have the same advantage of having swimmers prepared if the referees are consistent.

Remember, when in doubt; give the benefit to the swimmer. You cannot see everything and that should be made clear at the beginning. Write warnings to hand to the coaches at the end of the meet. Most coaches will appreciate the effort. At times this may not be possible, but do all you can do.

If everyone follows the above guidelines, there should be more consistency with the referees. Coaches and Coordinators should each have a copy of this checklist.

Refer to the manual on all starts and exhibition heats.

Referees are not to sit on the sidelines. They must be visible by standing or walking up and down the sides of the pool. It is necessary to see the swimmers.

Coordinators are to provide the referees with a line up sheet. If not offered, please request. Keep in case there is a need to see for reference.

**Referees will get a Line-up Sheet (roster) from both teams** and at the conclusion of the meet they will **get a copy of the Score Sheet from the both Teams. The Line-up Sheets and a copy of the Score Sheets will be turned in** to MVAC –Sue or to CAC – Peter.